

BLUE ROCK DEMOLITION LTD
DEMOLITION HEALTH AND SAFETY PHASE PLAN

- 5 If a worker is exposed to more than one tool or process during the day, repeat steps 1 - 3 for each one, add the points, and compare the total with the Exposure Action Value (100) and the Exposure Limit Value (400).

Exposure Action Value (EAV) and Exposure Limit Value (ELV)

The E.A.V is a daily amount of vibration exposure above which the employer is required to take action to control exposure. The E.A.V for hand arm vibration is 2.5m/s^2 averaged over an 8 hour period.

The E.L.V is the maximum amount of vibration an employee may be exposed to in a single day. The E.L.V for hand arm vibration is 5m/s^2 averaged over an 8 hour period.

Essentially, the E.L.V is the figure that you cannot exceed and must plan works around.

9.2 Daily Vibration Register

To be filled in by BRD operatives as part of the individuals commitment towards Health & Safety.

BLUE ROCK DEMOLITION LTD
9.2 - DAILY REGISTER PERSONS USING VIBRATING EQUIPMENT

Date	Name of Operative	Type of Equipment in Use	Time Limit Calculated for Equipment Usage Base on Vibration Levels	Operatives Exposure Time	Signature of Operative to Confirm Time Limit Has Not Been Exceed

BLUE ROCK DEMOLITION LTD
9.2 - DAILY REGISTER PERSONS USING VIBRATING EQUIPMENT

Daily Register Persons using Vibrating Equipment					
Client	Linc Cymru				BRD112
Development	Asbestos removal-Soft Strip-Demolition, Dyffryn Lower School, Talcennau Road, Port Talbot, SA13 1EP				
Must be filled in daily PRIOR to the commencement of works using vibrating tools					
Site Manager / Supervisor					
Week Commencing					
Date	Name of Operative	Type of Equipment in Use	Time Limit Calculated for Equipment Usage Base on Vibration Levels	Operatives Exposure Time	Signature of Operative to Confirm Time Limit Has Not Been Exceed

10. Monitoring Health & Safety Performance

Safety inspections and audits are carried out by the Company and the Company's Safety Consultants, Ateb Consult, who will visit sites on a regular basis for this purpose. Safety Consultants from this firm will inspect and report on all matters affecting the Health, Safety and Welfare of employees, self employed personnel, employees of sub-contractors and also the safety of the public. They will monitor the application of the policy at site level and will review its contents as often as is necessary. Periodic audits will be carried out of the company's systems and procedures at both offices and selected sites.

They will prepare a written report at the conclusion of their inspection and hand this to the Site Manager/Engineer. A copy of the report is sent to the head office for the attention of the Director responsible for Health, Safety and Welfare.

As part of BRD's ongoing commitment towards Health & Safety risk assessments and method statements will be produced for each work activity on site. Risk assessments and method statements for this project will be produced by Gareth David who after visiting the site and reviewing all possible risks will submit the risk assessment and method statements to his director for checking. The director who will check the documents for this project will be Sean Thomas.

Once risk assessments and method statements have been produced and ready for insertion into the construction phase plan both Gareth David and Sean Thomas will sign off on each document to confirm its production and checking.

Regular Tool Box Talks will be held to ensure all tasks undertaken are done in the safest possible manner

Our consultants contact details are listed below:

Ateb Consult
Swansea

Completion of the Health and Safety File for submission to the client will be collated by the BRD Contracts manager Gareth David 07860 341551

10.1 Statutory Inspections

The inspection report forms shown in this section relate to the requirements of: -

Regulation 33 & schedule 3 of The Construction (Design and Management)
Regulations 2015

Regulation 9 of the Lifting Operations and Lifting Equipment Regulations 1998

Regulation 6 of the Provision and Use of Working Equipment Regulations 1998

Details of inspection criteria are shown on each form.

10.2 Scaffolding (HS15)

Weekly scaffold inspections should be recorded in the light blue PUWER inspection book. The following form should only be used in the absence of the PUWER record book.

BLUE ROCK DEMOLITION LTD
10.2 - SCAFFOLDING INSPECTION

Scaffolding Inspection						
Client	Linc Cymru	BRD112				
Development	Asbestos removal-Soft Strip-Demolition, Dyffryn Lower School, Talcennau Road, Port Talbot, SA13 1EP					
Description	Location	Date & Time of Inspection	Matter Identified to Cause Risk to Health and Safety	Action to Rectify	Further Action	Name & Position of Inspector

10.3 Plant and Equipment Inspection Form (including jacks, elevators, hydraulic lifts etc)

Plant and equipment should be regularly checked by a competent person (usually the operator) at least once a week. Checks should also be done after adverse weather conditions, before starting work after a break (weekend) or if the item has been moved or when extraordinary circumstances occur.

The inspections should be recorded in the dark blue **LOLER** inspection books and the light blue **PUWER** inspection books and any faults immediately reported to the Site Manager who will arrange for any defects to be repaired. Any piece of equipment found to have a fault that could cause a serious incident or injury must be taken out of use and isolated until repaired.

Form 10.3 (overleaf) should only be used where the **PUWER** and **LOLER** books are not available.

BLUE ROCK DEMOLITION LTD
10.3 - PLANT AND LIFTING EQUIPMENT

Plant and lifting equipment inspection form (including lifting equipment e.g. excavators, chains etc.)						
Client	Linc Cymru					BRD112
Development	Asbestos removal-Soft Strip-Demolition, Dyffryn Lower School, Talcennau Road, Port Talbot, SA13 1EP					
Description	Location	Date & Time of Inspection	Matter Identified to Cause Risk to Health and Safety	Action to Rectify	Further Action	Name & Position of Inspector

10.3A - QUICK HITCH

Register - Safe Use of Quick Hitches (QH)

10.4 Excavation Inspections

Excavations must be inspected at the beginning of each shift before any operatives enter it, at the end of the shift before leaving site and following any bad weather or changes in weather conditions.

The inspections must be recorded in the light blue PUWER inspection book (please see example and checklist in rear of the book for information). Where the light blue PUWER book is not available form 10.4 should be used.

BLUE ROCK DEMOLITION LTD
10.4 - TRENCH AND EXCAVATION INSPECTION

Trench and Excavation Works Inspection					
Client	Linc Cymru	BRD112			
Development	Asbestos removal-Soft Strip-Demolition, Dyffryn Lower School, Talcennau Road, Port Talbot, SA13 1EP				
Location on Site	Date & Time of Inspection	Details of Any Hazard Found	Action Taken	Details of Any Further Action Required	Name & Position of Inspector

10.5 Weekly Inspection Reports (HS17)

To be carried out on a weekly basis by the Site Manager.

BLUE ROCK DEMOLITION LTD
10.5 - WEEKLY SITE INSPECTION

Weekly Site Inspection					
Client	Linc Cymru				BRD112
Development	Asbestos removal-Soft Strip-Demolition, Dyffryn Lower School, Talcennau Road, Port Talbot, SA13 1EP				
Name of Person Carrying Out Inspection					
Date & Time of Inspection					
Tick Boxes as Appropriate and Return to Senior Site Representative					
Ref	Description	Yes	No	N/A	Action
1	Is everyone on site wearing a hard hat or other means of head protection ?				
2	Is everyone wearing a high visibility garment ?				
3	Do all plant operators and drivers hold a current CITB card (or equivalent) for the plant they are operating				
4	Are there any obvious signs of plant defects, oil leaks, weld cracks, noisy / smoky engines, steering or brake defects ?				
5	Are cranes set up level with their outriggers out ?				
6	Are statutory and other signs clean, in good order and clearly visible ?				
7	Where appropriate is there a permit to work in place and are persons carrying out that operation aware of its contents ?				
8	Are there any untidy work areas, materials correctly stacked, skips emptied. Broken bricks & blocks cleared away ?				
9	Are ladders in good order, without defect and secured properly ?				
10	Are there any unprotected edges or openings from which a person could fall				
11	Is anyone working in an excavation, where they can be stuck by a fall of material without suitable battering or trench support in place ?				
12	Are you satisfied that unauthorised persons are not erecting, altering or dismantling scaffolds, false works or excavation support structures ?				
13	Are the toilets clean and supplied with paper ?				

BLUE ROCK DEMOLITION LTD
10.5 - WEEKLY SITE INSPECTION

14	Are the washing facilities clean and supplied with soap, a means of drying hands and hot water and cold water ?				
15	Are the mess rooms clean and tidy ?				
16	Have the weekly inspections for scaffolding, excavations and lifting equipment taken place and has the appropriate register been completed ?				
17	Is any work taking place outside the defined site that is damaging the environment ?				
18	Are water courses being polluted by site run off, the pumping of silty water etc. ?				
19	Is there a risk to land from significant fuel spillage ?				
20	Are drums of oil, chemicals etc, properly secured and stored ?				
21	Are substances being used safely in accordance with their risk / COSHH assessments ?				
22	Is there a risk from flammable materials or packaging present ?				
23	Are fire precautions in place and properly maintained in accordance with the site fire plan ?				
24	Electrical equipment, transformers etc. generally in a good condition and cables without defects or damage ?				
25	All electrical equipment P.A.T. tested and recorded as such ?				
26	Have there been any accidents or significant near misses this week and do they require careful investigation ?				
27	If accidents or near misses have occurred, has a report been sent to the Safety Director ?				
28	Have all new starters this week received the site induction, and signed the induction register ?				
29	Are method statements in place for all operations involving significant risk ?				
30	Are all contractors following the approved method statement for their operations ?				
31	Is the first aid box adequately stocked on site ?				
32	Are there appropriately trained first aid on site ?				
33	Are demolition activities adequately signed and fenced off ?				
34	Are plant and pedestrian routes set out to avoid conflict and clearly signed				
35	Is the perimeter fence adequate for the purpose, regularly monitored and maintained ?				

10.6 Daily Visitors Record (HS18)

See Next Page / Pages

BLUE ROCK DEMOLITION LTD
10.6 - DAILY VISITOR RECORD

Daily Visitor Record				
Client	Linc Cymru			BRD112
Development	Asbestos removal-Soft Strip-Demolition, Dyffryn Lower School, Talcennau Road, Port Talbot, SA13 1EP			
All employees, sub-contractors and visitors must complete this record on arrival on site and record the time when leaving.				
Date	Name	Employer	Time In	Time Out

10.7 Daily Briefing

Daily briefings will be completed by Site Manager on daily basis

The purpose of the daily briefing is to ensure ALL site personnel are aware of that days activities. It also gives any one individual the opportunity to comment on their task / site matters.

	Name	Signature	Employer
Briefing given by:			

10.8 Toolbox Talk Register

Toolbox talks should be carried out by the Site Manager on a regular basis to remind all personnel working on site of their responsibilities, including information from the site induction and risk assessments and method statements specific to tasks that are being carried out.

A register of the Toolbox talks must be kept on the form provided.

Site Manager to carry out daily task briefings on the work to be carried out that day.

BLUE ROCK DEMOLITION LTD
10.8 - TOOLBOX TALK REGISTER

Toolbox Talk Register				
Client	Linc Cymru	BRD112		
Development	Asbestos removal-Soft Strip-Demolition, Dyffryn Lower School, Talcennau Road, Port Talbot, SA13 1EP			
Subjects Covered	Date	Name	Signature	Notes

10.9 Audits

See Next Page / Pages

10.10 Asbestos Air Test Register

Following the removal of licensable asbestos (by BRD the specialist division) and subsequent air clearance testing carried out by an independent analyst, this form should be filled out to record the fact that the working area's) has been tested and is safe to operate in.

BLUE ROCK DEMOLITION LTD
10.10 ASBESTOS CLEARANCE / AIR TEST REGISTER

Asbestos Clearance / Air Test Register					
Client	Linc Cymru	BRD112			
Development	Asbestos removal-Soft Strip-Demolition, Dyffryn Lower School, Talcennau Road, Port Talbot, SA13 1EP				
Date	Analyst Name / Company	Location	Cleared Yes / No	Certificate Supplied Ref / No	Comments

11. Certificates

11.1 Lifting Appliances and Lifting Equipment

The Lifting Appliances and Lifting Equipment Regulations 1998 establish a regime for inspection and thorough examination of lifting equipment.

All items of lifting equipment and lifting accessories that are to be used on site should be accompanied by all relevant test certificates, thorough examination certificates and inspection reports.

A copy of all such paperwork should be obtained and examined to ensure that they are in date and relate to the particular equipment in question. All reports should be retained in this section of the Project Health and Safety Plan.

Due regard should be given to any lifting operation and a lifting plan prepared under LOLER.

11.2 Plant Record

Regulations 6 of the Provision and Use of Work Equipment Regulations 1998 require that any work equipment brought onto site is accompanied by a report of the last inspection.

This requirement relates to work equipment:

Which depends upon installations and conditions

and

For which exposure to conditions could cause deterioration liable to result in a dangerous situation.

11.2 Plant Record (HS19)

See Next Page / Pages

PLANT OPERATOR DAILY & WEEKLY INSPECTIONS

All boxes to be ticked when completing this form.

NAME:..... SERIAL No:..... ENGINE HOURS:.....

WEEK COMMENCING: ... SITE ADDRESS: Blue Rock demolition Ltd – Linc – Port Talbot BRD112

DAILY PRE-USE CHECKS		M	T	W	T	F	S	WEEKLY CHECKS	WEEKLY SAFETY INSPECTIONS (if required)																												
Engine Oil Level								A. Battery & Water Level		The excavator has been Thoroughly Examined as required by LOLER. The operator must also inspect the excavator before use on a new site and every week thereafter as required by PUWER. Please report results below Equipment with Machine (tick box) <table border="1"> <tr> <td>Buckets</td> <td>Size (if applicable)</td> <td>Good Working Order</td> </tr> <tr> <td>Vandal Guards</td> <td></td> <td></td> </tr> <tr> <td>Quick Hitch</td> <td></td> <td></td> </tr> <tr> <td>Lifting Eye</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Buckets	Size (if applicable)	Good Working Order	Vandal Guards			Quick Hitch			Lifting Eye																	
Buckets	Size (if applicable)	Good Working Order																																			
Vandal Guards																																					
Quick Hitch																																					
Lifting Eye																																					
Fuel Level/Leaks							B. Windscreen Reservoir																														
Coolant Level							C. Lube Machine																														
Hydraulic Oil Level							D. Transmission Levels																														
Hydraulic System Leaks							E. Drain Fuel Sediment Bowl																														
Grease Attachments							F. Drain Fuel Tank of Water																														
Grease Base Machine							G. Check Fan Belt																														
Inspect Seat Belts							H. Check A/C Belt																														
Inspect for Cracks							I. Check Track Tension																														
Check Operation of all Switches							J. Check for Loose Track Plates																														
Check Operation of Console							K. Slew Motor Oil Level																														
Inspect Bucket/Attachment							L. Tyre Condition																														
Check Operation of SLJ							M. Bucket & Dipper Arm Pins																														
Window Damage																																					
Cab Condition																																					
Check of Vandal Damage																																					
Tyre Pressures																																					
F/L F/R R/L R/R																																					
Further checks to meet the needs of manufacturer's instruction as per machine manual.									RESULTS OF ASLI INSPECTION (where fitted)																												
ALL DEFECTS MUST BE REPORTED. Those affecting safe operation must be repaired immediately <table border="1"> <tr> <th colspan="2">Description</th> <th colspan="2">CAB Certificates</th> <th rowspan="5">Tick Box</th> </tr> <tr> <td colspan="2"></td> <td colspan="2">Thorough Examination Certificate 6/12 Monthly</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">ASLI Manual</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Operator's Manual</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">Data Logger</td> </tr> <tr> <td colspan="2"></td> <td colspan="4">Repairs Completed or Comments</td> </tr> </table>									Description		CAB Certificates		Tick Box			Thorough Examination Certificate 6/12 Monthly				ASLI Manual				Operator's Manual				Data Logger				Repairs Completed or Comments					
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		Repairs Completed or Comments																																			
Reported to:		Date:		Reported to:		Date:																															
Operator's Comments:				Were any Defects found?		YES / NO																															
Operator's Signature:				Date:				Filter's Signature: Date:																													
Operation Management:				Date:				Operation Management: Date:																													

12. Training

12.1 Requirements

Under all relevant Health and Safety Legislation, the requirement for training is of paramount importance.

Plant Operators

All plant operators must be adequately trained for the item of plant they are going to operate on site.

Training can be completed by the CITB on the CPCS system but other training providers can be used.

Always ensure that the CPCS card is in date and is valid for the classification of plant that they will be operating on the site. It should also be considered to ensure that the CPCS card is not a forgery, contacting the CPCS by phone can soon identify this.

CPCS cards are not a certificate of competence and all operators of plant should be assessed by the site.

Operative

All personnel on site should receive adequate training to comply with the Construction (Design and Management) Regulations 2015, Regulations 4, 13 & 22 and other specific regulations, i.e. PUWER 98, etc.

Full details of this training should also be kept within this folder.

12.2 General Health and Safety Training (HS20)

See Next Page / Pages

12.3 Scaffold Towers (HS21)

See Next Page / Pages

BLUE ROCK DEMOLITION LTD
12.3 - SCAFFOLD TOWERS

Scaffold Towers				
Client	Linc Cymru	BRD112		
Development	Asbestos removal-Soft Strip-Demolition, Dyffryn Lower School, Talcennau Road, Port Talbot, SA13 1EP			
Name	Training Provider	Date	Content	Expiry Date

12.4 Operatives - Abrasive Wheels, Slinger / Signaller etc. (HS22)

See Next Page / Pages

BLUE ROCK DEMOLITION LTD
12.4 - OPERATIVE, ABRASIVE WHEELS, SLINGER / SIGNALLER, ETC.

Operatives - Abrasive Wheels, Slinger / Signaller etc				
Client	Linc Cymru			BRD112
Development	Asbestos removal-Soft Strip-Demolition, Dyffryn Lower School, Talcennau Road, Port Talbot, SA13 1EP			
Name	Training Provider	Date	Content	Expiry Date
			Cut off saw and Abrasive wheel	

12.5 Plant Operators - Cranes, Forklifts, etc. (HS23)

See Next Page / Pages

BLUE ROCK DEMOLITION LTD
12.5 - PLANT OPERATORS, CRANES, FORKLIFTS, ETC.

Plant Operators - Cranes, Forklifts, etc.						
Client	Linc Cymru					BRD112
Development	Asbestos removal-Soft Strip-Demolition, Dyffryn Lower School, Talcennau Road, Port Talbot, SA13 1EP					
Name	Training Provider	Certificate Number	Expiry Date	Categories	Check if Competent	Checked with Training Provider

13. Health and Safety Policy

See Next Page / Pages

Blue Rock Demolition Limited

General Arrangements

1. General Health and Safety Arrangements

Preamble

- 1.1 This section contains general instruction, information and guidance which will assist in the effective management of health and safety at work. Certain matters addressed will be relevant to subjects covered under the main headings below. For this reason, no information should be considered in isolation.
- 1.2 Welfare: We will ensure that the facilities comply with the Construction (Design & Management) Regulations 2015. Such facilities will generally be provided by the client/contractor for whom we work (agreed contractually), but where necessary, we will provide our own facilities, e.g. an Oasis Unit.

2. CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

The Construction (Design and Management) Regulations, or CDM, were originally introduced in 1994, but underwent major change in 2007, when they also incorporated the Construction (Health, Safety & Welfare) Regulations 1996. Further changes were made to the Regulations in April 2015.

Part 4 of the Regulations deals with duties relating to health and safety on construction sites, including the following:-

- Site security
- Demolition and dismantling
- Excavations
- Inspection regimes
- Traffic management & vehicles
- Fire
- Emergency procedures

Information about all the above topics can be found elsewhere in this manual, together with guidance on other important topics, such as welfare, noise, vibration etc.

When appointed **Principal Contractor** this Company accepts its responsibility to implement and properly manage health and safety measures on site and take reasonable steps to ensure the following:-

That Clients are aware of their duties under the Regulations and that a Principal Designer has been appointed (where required).

Co-operation between all sub-contractors so far as is necessary to enable each of those contractors to properly control their activities so as to ensure that their work is carried out in strict compliance with all relevant statutory health and safety provisions and our Company Safety Policy - Safe Systems of Work section, together with any specific rules contained in the Construction Phase Plan (CPP).

That Sub-contractors ensure that their operatives are properly trained, work safely and bring to the notice of our site supervisor any matters requiring attention as they affect the health and safety of persons at work on the site.

That only authorised persons are allowed onto any part of the site under our control and that every effort will be made to prevent unauthorised access to our sites.

That a copy of the "Notification of Project" (F10 rev) is displayed in a position where it can be read by any person at work on the site (typically in the site office).

Prior to commencement and during the construction phase, the Company will develop and implement a CPP, based upon the information provided by the Client and Designers (including the Principal Designer) in the Pre Construction Information Pack, setting out the arrangements for the management of the construction work and monitoring of compliance. The CPP will either contain or refer to copies of Method Statements, Risk and other written Assessments, Certificates of Training, Management Arrangements, procedures, induction training records etc., in accordance with Appendix 3 of the Regulations.

The Site Manager will provide sub-contractors with any health and safety information affecting employees and will ensure that such information is brought to the notice of employees. He will ensure that the Principal Designer is promptly provided with all relevant information regarding sub-contractors and will provide any necessary information and documents for the Health & Safety File.

The Site Manager will also encourage discussions with, and accept advice from, the workforce and consider co-ordination of their views.

Regulations 5, 7, 8, and 12-15 of CDM contain specific requirements relating to the activities of the Principal Contractor and Contractors. The Site Manager will ensure that he is aware of the requirements of these Regulations and will ensure that a copy of the CDM Regulations or guidance on them is available for reference.

There will be occasions when the Company will be appointed as a **Contractor**, rather than the Principal Contractor. In such circumstances, the Company will ensure that it complies with all the requirements of CDM and other relevant legislation. In particular, the person with overall responsibility for the project must ensure that the following requirements are adhered to:-

Check that the client is aware of their duties. This can be done by making enquiries of the client directly or, more usually, checking with the Principal Contractor.

Ensure that our organisation is competent and adequately resourced to undertake the work and that anyone the Company engages is also competent.

Our own work is planned, managed and monitored to such an extent that ensures that persons under our control (and others who may be affected) are safe.

Ensure that contractors we engage are informed of the minimum time they will be given to allow them to plan and prepare their work before starting on site.

Provide workers under our control with all the information necessary to enable them to work safely on the contract. Usually, this will be dealt with by the Principal Contractor's site induction, but where necessary a separate, Company induction, should be given.

Consult with the workforce on matters related to health and safety.

Ensure that specialist advice is sought where appropriate (e.g. from a structural engineer or occupational hygienist).

The Company may also, from time to time, act as **Designer** or **Principal Designer**, irrespective of any other role we may perform. All designers have specific duties under CDM. Design work includes the preparation and alteration of drawings, specification of materials, design of temporary works, specification of a particular method of work, etc.

Where we are involved in design work we must comply with the following:-

Ensuring that we are competent, in accordance with the Regulations and guidance contained within the Regulations, to undertake design for each particular project. Likewise, if we sub contract out design work we must make suitable enquiries as to the competence of our appointees.

Checking that our Client is aware of their duties under CDM.

When carrying out our design works we must avoid foreseeable risk to those who will be involved in the construction and future use of the structure, by applying general principles of prevention. We must co-ordinate our design work and co-operate with other designers, and the Principal Designer (where appointed).

Ensuring that we pass on details of remaining risks to those who may be affected. This information may be provided in a variety of forms, for example, notes on drawings, written instructions, risk assessments, etc.

Where appropriate, we have to ensure that our design considers the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 (for structures, etc., designed for use as workplaces).

We have to provide the necessary as-built information for Health and Safety File. This information should highlight the significant foreseeable remaining risks to those involved in the future maintenance, use, etc. of the structure.

- 2.1 When appointed Principal Contractor this Company accepts its responsibility to implement and properly manage health and safety measures on site and take reasonable steps to ensure the following:- principal designer has been appointed and that the HSE have been properly notified of the proposed works.
- Co-operation between all sub-contractors so far as is necessary to enable each of those contractors to properly control their activities so as to ensure that their work is carried out in strict compliance with all relevant statutory health and safety provisions and our Company Safety Policy - Safe Systems of Work section, together with any specific rules contained in the Health & Safety plan.
 - That Sub-contractors ensure that their operatives are properly trained, work safely and bring to the notice of our site supervisor any matters requiring attention as they affect the health and safety of persons at work on the site.
 - Those only authorised persons are allowed onto any part of the site under our control and that every effort will be made to prevent unauthorised access to our sites.
 - That a copy of the "Notification of Project" (F10 rev) is displayed in a position where it can be read by any person at work on the site and that a copy has been forwarded if required to the Health and Safety Executive and, according to contractual arrangements, to South Wales Safety Consultancy Limited for information.

- Prior to commencement and during the construction phase, the Company will develop and implement a Safety Plan, based upon the information provided by the Principal Designer in the Pre Construction Information Pack, by setting out the arrangements for the management of the construction work and monitoring of compliance. The Safety Plan will contain copies of Method Statements, Risk and other written Assessments, Certificates of Training, Management Arrangements etc.
- The Site Manager will provide sub-contractors with any health and safety information affecting employees and will ensure that such information is brought to the notice of employees.
- The Site Manager will ensure that the Principal Designer is promptly provided with all relevant information regarding sub-contractors and will provide any necessary information and documents for the Safety File. The Site Manager will encourage discussions with and accept advice from the workforce and consider co-ordination of their views.

2.2 **Developing the Construction Phase Plan**

- In order to comply with The CDM Regulations 2015, a Pre-Construction Information (PCI) information must be prepared by the Principal Designer. This Plan must in turn be developed and implemented by the Principal Contractor according to the requirements listed below.
- Under each heading is a short explanation of the exact requirement It is important to remember that, where specific information is contained in other documents which form part of the developed Plan, it will only be necessary to make reference to that information and not reproduce it in this section of the Plan.
- For large or complex projects, additional information may be necessary. Further advice can be obtained from SWSC.

Description of Project

- a. Project description and programme details, including any key dates;
- b. Details of client, designers, principal contractors and other consultants;
- c. Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

Management of Work

- a. Management structure and responsibilities;
- b. Health and safety goals for the project and arrangements for monitoring and review of health and safety performance; arrangements for,
 - regular liaison between parties on site;
 - consultation with the workforce;
 - the exchange of design information between the client, designers, Principal designer and contractors on site,
 - handling design changes during the project;
 - the selection and control of contractors;
 - the exchange of health and safety information between contractors;
 - site security,
 - site induction;
 - on site training;
 - welfare facilities and first aid;
 - the reporting and investigation of accidents and incidents including near

- misses;
- the production and approval of risk assessments and written systems of work;
- c. site rules;
- d. fire and emergency procedures.

Arrangements for Controlling Significant Site Risks

- a. Safety risks, including:
 - delivery and removal of materials (including waste) and work equipment, taking account of any risks to the public, e.g. during access to or egress from site (from October 2015, a site waste management plan will have to be prepared and implemented for all sites); dealing with services - water, electricity and gas, including overhead power lines and temporary electrical installations;
 - accommodating adjacent land use;
 - stability of structures whilst carrying on construction work, including
 - temporary structures and existing unstable structures;
 - preventing falls;
 - work with or near fragile materials;
 - control of lifting operations;
 - the maintenance of plant and equipment;
 - work on excavations and work where there are poor ground conditions;
 - work on wells, underground earthworks and tunnels;
 - work on or near water where there is a risk of drowning;
 - work involving diving;
 - work in a caisson or compressed air working;
 - work involving explosives;
 - traffic routes and segregation of vehicles and pedestrians;
 - storage of materials (particularly hazardous materials) and work equipment;
 - any other significant safety risks.
- b. Health risks, including
 - the removal of asbestos;
 - dealing with contaminated ground;
 - manual handling;
 - use of hazardous substances, particularly where there is a need for health monitoring;
 - reducing noise and vibration;
 - work with ionising radiation;
 - any other significant health risks.
 -

The Health and Safety File

- a layout and format
- b. arrangements for the collection and garnering of information;
- c. storage of information

2.3 Design Work

A 'Designer' under the Construction (Design & Management) Regulations is any person who prepares or modifies a design or arranges for a person under his control to prepare or modify a design. The process of 'Design' in relation to any structure includes drawing, design details, and specification (including the specification of articles or substances).

When appointed 'Designer', this Company undertakes to ensure that-

1. The Client is made aware of their duties under the Construction (Design & Management) Regulations. This must be done before the Designer commences any design work for the project.
2. Due regard is given to health and safety within the design.
3. A Design Risk Assessment is carried out to identify any significant hazards associated with the design.
4. The following hierarchical risk control process is follow:-
 - (a). Consider if the hazard can be prevented from arising so that the risk can be avoided;
 - (b). If this cannot be achieved, the risk shall be combated at source,
 - (c). Failing this, priority is to be given to measures to the use of control measures which will protect all persons rather than individuals;
 - (d). Only as a last resort should measures to control the risk by Personal Protective Equipment be adopted.

When it has been concluded that there are risks which cannot be reasonably avoided, information shall be given about the residual risks to the contractors, and for future use is to be included in the Health and Safety File.

CDM 2015 requires that Designers ensure their design complies with the Workplace (Health, Safety & Welfare) Regulations 1992.

The Company also undertakes to co-operate with the Principal Designer and, where appropriate other Designers involved in the project

The duties of Designers are laid down in Regulations 11 and 12 of CDM 2015. Designers must read these requirements and ensure that they comply at all times.

3. Risk Assessment

- 3.1 The Management of Health and Safety at Work Regulations 1999 require that a suitable and sufficient assessment is carried out of all work activities so as to establish the risks to the health and safety of employees and others.
- 3.2 Control measures will be devised and introduced so as to remove the risk or otherwise reduce it to a known and acceptable level.

A hazard is defined as *something with the potential to cause harm*.

Risk is defined as *the probability of that harm being realised*.

- 3.3 Our risk assessments may be generic or specific in nature. Generic assessments will be used for repetitive tasks which are not frequently subject to major change whereas specific assessments must be carried out for new or constantly changing tasks, such as work on site.
- 3.4 A combination of generic and specific assessments will be used, as, for example, in the case of window cleaning where a generic assessment may be used for the procedure, but a specific assessment is carried out relating to the environment in which the work is carried out.
- 3.5 Risk assessments are generally recorded on standard forms. A selection of different types of assessment forms is appended for use according to suitability.
- 3.6 Generic risk assessments have been carried out for many day-to-day tasks and activities and these should be studied before commencing a particular task. Where circumstances are only slightly different to those described in the generic assessment, this may be modified and used as a specific assessment, *only provided that all eventualities are covered*.
- 3.7 The Health and Safety Executive (HSE) has published a hierarchal list of general principles of prevention as follows:-
- i). avoiding risks;
 - ii). evaluating the risks which cannot be avoided;
 - iii). combating the risks at source;
 - iv). adapting the work to the individual, the choice of work equipment and methods, so as to prevent monotonous work;
 - v). adapting to technical progress;
 - vi). replacing the dangerous by the non-dangerous or the less dangerous;
 - vii). developing a coherent overall prevention policy;
 - viii). giving collective protective measures priority over individual protective measures;
 - ix). giving appropriate instructions to employees and the self employed.

3.8 When carrying out an assessment, the following will be considered:-

- i). Identifying Hazards:
All *significant* hazards should be recorded on the risk assessment proforma and the risk associated with that hazard assessed. This is usually expressed as High, Medium or Low, based upon a calculation of the likelihood and potential severity of harm.
- ii). Persons at Risk:
All persons who may be affected by the activity or task must be considered. This must include employees, customers, members of the public, etc.
- iii). Control Measures:
The nature of the control measure(s) will depend on the nature of the hazard.

Examples of where existing control measures will be found include; elsewhere within this document, HSE guidance, operation manuals and driver training instructions.

Significant and specific risks may require :-
 - a). Additional training and instruction
 - b). Special driver/operator selection criteria
 - c). Detailed operational procedures

3.9 The statutory requirement to provide information, instruction, training and supervision will be remembered when devising control measures.

- i). Review:
The contents of the risk assessment will require review in the event of a change in circumstances or if additional information is made available. Periodic review should also be undertaken.
- ii). Information for Employees/Self-Employed:
It is essential that the contents of risk assessments are conveyed to all persons concerned. Particular attention must be given to unusual activities and/or the carrying of passengers with specific needs, e.g. children or disabled persons.

3.10 The method of conveying the information may, in certain "Low Risk" circumstances, be verbal. However, it is good practice to provide written information for higher risk activities and to record who has received the information in all cases.

4. Asbestos

4.1 General Description

Asbestos has traditionally been used in the construction of buildings for many years. For example, it may be found:

- i). As Asbestos insulation or coating used for:-
 - a). thermal insulation of boilers, ancillary plant and pipework.
 - b). fire protection for structural steelwork.
 - c). thermal and acoustic insulation of buildings
 - d). coatings (including artex) and paints.
- ii). As insulating board used in a wide variety of places such as:-
 - a). fire protection on doors, protected exits, structural steelwork etc.
 - b). cladding on walls and ceilings.
 - c). internal walls and partitions.
 - d). ceiling tiles (suspended).
- iii). As Asbestos Cement which may be found as:-
 - a). corrugated sheets and roof tiles.
 - b). flat sheeting for partitioning, cladding and door facings.
 - c). rain water goods (gutters, downpipes etc.).
 - d). Soil stacks.
 - e). Water Pipes

4.2 Management of Asbestos in Non-Domestic Premises

All persons or companies who have maintenance and repair responsibilities for non-domestic properties are under a duty to manage the risk from asbestos by:

- finding out if there is asbestos in the premises, its amount and what condition it is in.
- presuming materials contain asbestos, unless you have strong evidence they do not.
- making and keeping an up to date record of the location and condition of the asbestos containing material (ACM) or presumed ACM in your premises.
- assessing the risk from the material.
- preparing a plan that sets out in detail how you are going to manage the risk from the material.
- taking the steps needed to put the plan into action.
- reviewing and monitoring the plan and the arrangements for its implementation.
- providing information on the location and condition of the material to anyone who is liable to work on or disturb it.

Should any material be encountered in the workplace which appears to be fibrous asbestos insulation or coating and it becomes necessary to disturb that material, the asbestos register or survey must be checked or a sample obtained before any decision is made about what to do with it.

4.3 Asbestos Surveys

There are two types of asbestos survey which can be undertaken; (i) a Management Survey and (ii) a Refurbishment/Demolition Survey. The way in which these are undertaken is very different, as is the information they contain and their use must be clearly understood. HSG264 (Asbestos: The Survey Guide) provides detailed information about surveys and should be consulted if any doubt exists, but as a general guide the information below will be of assistance.

- Management Survey

A management survey is the standard survey, designed to locate and identify any ACM in a building that could be disturbed by the usual activities taking place in the building or by foreseeable maintenance, light repairs and future installations (e.g. cabling). It must be checked before any work is undertaken.

The survey may be intrusive in some (but not all) areas. It will usually involve sampling and analysis to confirm the presence or absence of ACM, but can also *presume* the presence of ACM. Where ACM is presumed, the material must at all times be treated as if it is asbestos, until such time as sampling confirms otherwise.

- Refurbishment/Demolition Survey

This type of survey is needed before any refurbishment or demolition works are carried out. The survey is used to locate and describe all ACM in the area where the refurbishment work will take place (or in the whole building if demolition is planned). The survey should be fully intrusive and involve destructive inspection to gain access to all areas, including those that may be difficult to reach.

If work is to take place in one or more specific areas in a building where a management survey has been carried out, then a localised refurbishment/demolition survey can be carried out for those areas, rather than the entire building.

Often, a survey will contain caveats and survey restrictions. In these instances, it is essential to determine what these are and ensure that they do not result in insufficient information being available. It may be necessary to seek clarification from the principal contractor, client or surveyor, arrange for additional surveys to be undertaken or presume that asbestos is present and work accordingly.

Obviously, an accurate tender price for work cannot be quoted unless all the information which will affect that price is known. Consequently, a copy of the asbestos survey report must be obtained before a price is submitted.

Under no circumstances must work commence until a suitable survey report has been received, studied and understood.

4.4 Licensable and Non-Licensable Work

Most ACMs will have to be removed by persons in possession of a valid licence issued by the HSE. However, certain ACMs can be removed by properly trained (e.g. IATP/UKATA/BOHS Category B), non-licensed persons, but they will nevertheless have to comply with the relevant sections of the Regulations. Examples of work involving ACM that can, subject to certain provisos, be carried out by non-licensed persons include:-

- Removal of asbestos cement products, such as roofing and cladding sheets.
- Removal of decorative textured coatings (such as 'artex').
- Certain work involving materials such as bitumen, plastic, resin or rubber which contains asbestos (e.g. electric cables, roofing felt).
- Removal of vinyl floor tiles.
- Some short, non-continuous maintenance activities.
- Encapsulation or sealing of ACM which is in good condition.
- Air monitoring and control.
- Activities connected with sampling of possible ACM.

However, it is essential to remember that the above mentioned types of work can only be undertaken by non-licensed persons after a thorough risk assessment has been carried out and it has been determined that it is safe (and within the Regulations) to proceed.

The Approved Code of Practice (ACoP) for the Control of Asbestos Regulations sets out in detail what a risk assessment must contain in order for it to be "suitable and sufficient". Briefly, this is:-

- a. A written statement explaining why the work will fulfill the conditions which allow it to be considered as non-licensable.
- b. A description of the work and the expected scale and duration.
- c. The type(s) of asbestos present and the results of any analysis.
- d. The quantity, form, size, means of attachment and condition of the ACM.
- e. Details of expected exposures, noting:
 - whether they are liable to exceed the control limit and the numbers of people likely to be affected;
 - the level of expected exposure, so that suitable RPE can be selected;
 - whether anyone other than employees may be exposed (and their expected exposures);
 - whether intermittent higher exposures may arise and their expected frequency and duration;
 - results already available from air monitoring in similar circumstances.

This information can be obtained from previous measurements taken during similar works by the same organisation, from trade bodies (e.g. NFDC) or information provided by HSE.

- f. The steps to be taken to control exposure to the lowest level reasonably practicable (e.g. methods for wetting, shadow vacuuming etc.).
- g. The steps to be taken to control the release of asbestos into the environment.
- h. Details of decontamination procedures and the use of hygiene units (where appropriate).
- i. Details of the selection, provision, use and decontamination of PPE and RPE.
- j. Procedures for the removal of waste and contaminated tools and equipment.
- k. Emergency procedures (e.g. rescue from confined spaces).
- l. Any other information relevant to safe working practices, such as other significant non-asbestos hazards, like working at height or in confined spaces.
- m. Management arrangements ensuring that risks are adequately controlled.

4.5 Notification of Non-Licensable Work with Asbestos

Under certain circumstances, it is necessary to notify the HSE about non-licensable work with materials containing asbestos. Once the decision has been made that the work is non-licensable (see above), it will nevertheless necessary to notify the HSE, unless the work involves one or more of the following:-

- i. short non-continuous maintenance activities in which only non-friable materials are handled
- ii. removal without deterioration of non-degraded materials in which the asbestos fibres are firmly linked in a matrix (e.g. removal of complete, good condition asbestos cement sheets)
- iii. encapsulation or sealing of asbestos-containing materials which are in good condition
- iv. air monitoring and control, and the collection and analysis of samples of materials

If the work involves anything other than the above, then it is notifiable.

The notification to HSE must be made before the work commences and the notification must contain the information listed in Schedule 1 of the Regulations. Facilities for making online notifications will be provided by the HSE (www.hse.gov.uk).

4.6 Health Records and Medical Surveillance

Every employer must ensure that persons who carry out notifiable, non-licensable work with asbestos receive health surveillance at least once every 3 years and also that records are kept. This requirement will not come into force in 1st May 2015.

4.7 Training

The Control Of Asbestos Regulations set out specific requirements for the training of all persons liable to be exposed to asbestos. The level of training required will depend on the nature and level of the exposure. There are three main types of asbestos training for the following classifications of persons:-

Asbestos awareness training - for those persons who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out, such as:-

- maintenance staff
- electricians
- plumbers, gas fitters, heating engineers
- painters, decorators, carpenters
- construction and demolition workers, roofers
- Telecom workers, fire and burglar alarm installers
- Shop fitters
- Architects, surveyors and other such professionals

Training for non-licensable asbestos work - for those who undertake planned, non-licensable work with asbestos, such as a roofer or demolition worker removing AC sheeting. This level of training would also be suitable for analytical staff and asbestos surveyors.

Training for licensable work with asbestos - for those undertaking licensable work with asbestos, such as removing asbestos insulation or insulating board, and those involved in ancillary works, such as scaffolders and others who may erect enclosures.

It is important to remember that all training for work involving asbestos cement must now follow the specific mandatory syllabi detailed in the Approved Code of Practice for the Regulations.

4.8 Undertaking Maintenance, Repairs, Demolitions & Refurbishments

If intending to work on or in a building that was constructed prior to 2000, proper precautions must be taken to prevent an accidental release of asbestos fibres that may be present. If the work being carried out may foreseeably disturb the fabric of the building in any way, even if the disturbance will be minor (e.g. lifting ceiling tiles or drilling into walls), then there are a number of steps that must be taken before any work commences:-

1. Decide how, why and where the fabric of the building may be disturbed.
2. Ask to see the Demolition/Refurbishment asbestos survey report. Do not start work until you have received the survey report. Check the report for each area where work is to be carried out and obtain the following information:-
 - a. Have the specific work areas been surveyed?
 - b. Has any asbestos containing material (ACM) been discovered in the work areas?
 - c. If the answer to b. is yes, has the ACM been removed or is some or all of it still present?
 - d. If any ACM remains, what type, amount and condition is it?
3. Once you have the answers to the above, you can decide whether the work is licensable and, if not, whether you are suitably trained and experienced to undertake the work.
4. Before starting, carry out a risk assessment and prepare a plan of work. You should also ensure you have a copy of HSG210 (Asbestos Essentials Task Manual) available for reference.

4.9 **ACM Emergency Procedures**

All personnel whose work may foreseeably expose them to asbestos will receive (as a minimum) asbestos awareness training.

All training must make clear, in addition to all other requirements of the ACoP, the following straightforward procedure to be adopted in the event of discovering or disturbing any suspected asbestos containing material in the workplace.

5. Manual Handling Operations

- 5.1 Where there is a foreseeable risk of any injury to employees from carrying out manual handling activities, the responsible manager/supervisor will carry out an assessment of any risk on the form provided.
- 5.2 Employees involved in the manual handling operation will be informed of the risk and of the control measures required to be taken by them.
- 5.3 Except under special circumstances, no manual handling assessment will be required for loads of 25kg (56lbs) or under.
- 5.4 For work activities where weights may be variable, such as the loading/unloading of luggage, employees/drivers will receive training in manual handling risks involved and the control measures to be adopted.
- 5.5 The following list of weights gives the suggested action required to enable manual handling operations to be carried out safely.

LOAD	EXAMPLE	ACTION
<25kg (56lbs)	100mm Concrete Block	Within the capability of persons with no known medical condition, although safe handling techniques are essential.
25-34kg (56-75lbs)	140mm Concrete Block	Basic Training will be Provided in lifting and handling techniques
34-50kg (75-112lbs)	Mechanical items	Formal MH Training required on specific techniques

- 5.6 When carrying out manual handling assessments, the criteria shown below must be considered:-

THE TASKS

holding loads away from the trunk?
twisting?
stooping?
large vertical movements?

strenuous pushing or pulling?
long distances?
unpredictable movement of loads?
repetitive handling?

THE LOADS

heavy?
bulky/unwieldy?
difficult to grasp?
intrinsically harmful
(sharp or hot)?

It is also important to consider the working environment, individual capability and other factors. For example, are there:-

constraints on posture?	poor floors/ground conditions?
variations in levels?	hot/cold/humid conditions?
unusual capability requirements?	any health conditions to be considered?

When carrying out any manual handling activity, no person must risk injury through attempting to lift heavy loads. Always seek assistance.

The following precautions should be taken when lifting:-

- ***Stand firmly, close to load, feet about 304mm (12") apart, one foot slightly ahead of the other.***
- ***With back straight, bend the knees. Keep chin tucked in.***
- ***Obtain a firm, diagonal grip. Keep load close to body.***
- ***Lift up by straightening legs and move off.***
- ***When lowering load, keep the back straight, bend legs.***
- ***Avoid trapping fingers by placing the load askew on suitable packing.***

6. Safety Auditing

- 6.1 Company-wide safety auditing will be carried out at least annually by ourselves.
- 6.2 The results will be analysed to produce a report and schedule of recommendations.
- 6.3 The results of a safety audit will provide a detailed snapshot of the effectiveness of health, safety and environmental management. The results will generally be considered to apply only to the time of the audit, although they will nevertheless identify ongoing trends and problems.
- 6.4 The audit will be divided into the following sections :-
 - Workplace access/egress
 - Welfare facilities
 - Display screen equipment
 - Work processes
 - Commitment
 - Communication
 - Training
 - Notices/signs
 - Handling and storage of materials
 - Machinery and electrics
 - Investigations
 - Hazard analysis
 - Personal protective equipment
 - Fire prevention
 - Recruitment and induction of personnel

7. Training

- 7.1 All persons employed or by engaged will be competent and trained as required for all work activities.
- 7.2 Refresher training will be provided as deemed necessary.
- 7.3 Advice as to the level of training required for work activities will be sought from SWSC Limited.
- 7.4 Management will carry out periodic health and safety training for employees. This training will take the form of informal 'Safety Talks' based around the schedules appended to this document and other relevant documentation. Records of the training will be retained.
- 7.5 We will periodically provide health and safety training sessions on such subjects as manual handling, risk assessment procedures, accident reporting etc.
- 7.6 All new employees will receive safety induction training according to our current training procedures.
- 7.7 Additional induction training will be carried out when persons move their place of work or undertake a significant change in their job description.

8. Emergency Procedures

- 8.1 We will risk assess all sites and develop procedures accordingly, detail of which will appear in our risk assessment/method statement.
- 8.2 We will also adhere to the procedures in place on each site.

9. Use of Vehicles

- 9.1 All persons who are required to drive a vehicle owned or hired to the Company will be in possession of a current, valid UK driver's licence.
- 9.2 Insurance will be arranged and will be suitable for our company vehicles. Records of Insurances are retained at Head Office.
- 9.3 Drivers will check over their vehicles before each use.
- 9.4 All defects will be reported to the responsible person for the vehicle in order that remedial works can be arranged.
- 9.5 Wherever possible, vehicles must be parked on firm, level ground with the handbrake applied.
- 9.6 Where a vehicle is reversing, drivers are instructed to take extreme care so as to minimise the risk of collision.
- 9.7 If and where vehicles are left unattended, the keys will be removed and the vehicle will be locked.
- 9.8 Smoking is not permitted in any vehicle at any time. 'No Smoking' signs are displayed.
- 9.9 Management will be informed of any change in circumstances of any driver. This to include physical problems or matters which may result in insurance cover being withheld or subjected to excess.
- 9.10 Mobile telephones will not be used by any person whilst vehicles are being driven. All drivers will adhere to the following:-
Either:
 - i). Switch off the phone or, should an incoming call be received:
 - ii). Let message service answer
 - or
 - iii). Use call divert
 - or
 - iv). Park (safely) and answer
 - or
 - v). Ignore the call

10. Personal Protective Equipment

- 10.1 All persons at work have a legal responsibility to co-operate in using personal protective equipment (PPE) to safeguard their health and safety.
- 10.2 PPE will be provided as required, maintained in good order and will be suitable for the user:-

Hearing Protection

Hearing protection is available and will be worn as instructed.

Head Protection

Head protection will be worn where there is a foreseeable risk of head injury occurring.

Safety Footwear

Safety footwear will be worn where there is a foreseeable risk of foot injury during such work.

Eye Protection (Goggles/Visors etc)

Suitable eye protection will be worn where there is a foreseeable risk of an eye injury occurring, e.g. whilst using a drill or abrasive wheel.

Respiratory Protective Equipment (RPE)

Suitable respirators will be used for a variety of activities, where identified as being necessary.

Gloves

Gloves are provided and will be used when necessary. It is important that gloves are not worn where there is a risk of them becoming entangled in machinery or if their use restricts grip. The use of Latex gloves will be restricted. A copy of the free HSE publication 'Latex and You' INDG 320 is available on the HSE website and can be downloaded at www.hse.gov.uk/pubns/indg320.pdf

11. Portable Electrical Appliance Testing

11.1 Section 2 of the Health & Safety at Work etc. Act 1974 requires employers to provide and maintain plant that is, so far as is reasonably practicable, safe and without risks to health. Our Director will ensure that this is carried out.

11.2 The Electricity at Work Regulations 1989 impose more explicit duties in this respect and has resulted in the need for the employers to carry out regular inspections and testing of equipment. These guidelines are intended to explain the requirements in regard to portable appliances.

11.3 The term 'portable' is used in its broadest sense and encompasses equipment, apparatus and appliances which are essentially movable or transportable and which are connected to an electrical supply by way of a flexible cable. Examples of such equipment are:

Drills	Kettles	Microwave Ovens	Light Towers
Heaters	Fans	Comms Equipment	Computers
Photocopiers	Fax machines	Radios	Grinders
Televisions	Saws	Extension leads	Lead Lamps

11.4 The table below shows typical periods for checking, inspecting and testing of portable electrical appliances, but should only be used as a minimum standard. Where harsh working conditions are present it may be necessary to introduce a more rigorous programme.

Use	Visual Inspection	Full Inspection/Test
Commercial/Office	3-6 months	Annual
Industrial	Before each use	6 months
Premises used by public	Daily	Annual
Equipment Hire	Before issue & on return	Before issue

11.5 Visual inspections will be carried out by a competent person as follows:-

- i). Visually check the equipment for signs of damage to the appliance, its connecting lead and the plug (including the security of the cable cord grip).
- ii). If the check reveals damage or inadequate temporary repairs to the lead or plug, the equipment must be taken out of use until repaired by a competent person.

11.6 A full inspection and test will be carried out by an electrically skilled, trained and competent person with knowledge of the function and safety requirements of the article under inspection. Further information regarding the content of the full inspection and test may be obtained from SWSC.

11.7 All portable electrical appliances will be identified, marked and logged in a register. The log should contain information of the appliance characteristics (name, model, date of purchase, serial no. etc.), inspection and test results, details of repairs and date of next inspection and test.

11.8 A test label will be applied with a date for next inspection and test.

12. First Aid

- 12.1 First aid provision will be made in accordance with the Approved Code of Practice (ACoP) accompanying the Health and Safety (First Aid) Regulations 1981. The provision will consist of first aiders and/or appointed persons and first aid kits.
- 12.2 Provisions are calculated on the basis of numbers of persons employed. At least two appointed person will be present at all times.
- 12.3 The appointed person need not be a fully trained first aider but will be able to fulfil the following duties:-
- i). The maintenance of first aid kits (and a basic knowledge of their use)
 - ii). Be able to effectively summon emergency assistance
 - iii). Be able to provide
 - a). cardio-pulmonary resuscitation
 - b). first aid for the unconscious casualty
 - c). first aid for the wounded or bleeding
- 12.4 Training for appointed persons should be arranged through SWSC. The training usually lasts at least four hours and need not be given by an HSE approved organisation, although this is preferred.
- 12.5 Training for first aiders must be carried out by HSE approved persons or organisations, according to a list of competencies listed in the Approved Code of Practice.
- 12.6 Where it is considered that additional provision may be necessary, a first aid risk assessment should be carried out.
- 12.7 First aid kits are located within Home Office and in works vehicles. The appointed person will ensure that the kit contains as a minimum:-
- a leaflet giving general first aid guidance
 - 20 adhesive dressings of assorted sizes and, where appropriate, of a visible colour
 - 2 sterile eye pads
 - 4 triangular bandages
 - 6 safety pins
 - 6 unmedicated wound dressings (12cm x 12cm)
 - One pair of disposable gloves
- First aid kits for vehicles must contain:-
- a leaflet giving general first aid guidance
 - 6 individually wrapped adhesive dressings of assorted sizes
 - 2 triangular bandages
 - 2 safety pins
 - One pair of disposable gloves
 - individually wrapped moist cleansing wipes

13. Control of Substances Hazardous to Health

- 13.1 The Control of Substances Hazardous to Health Regulations (COSHH) require that any substances likely to create a hazard to health must be assessed to determine the degree of hazard, and the precautions which must be taken to prevent health risks established and implemented. The Regulations lay down statutory requirements designed to control the use and storage of certain substances which may be hazardous to health, although work involving asbestos and lead is governed by other specific legislation.
- 13.2 Regulation 6 of COSHH requires employers to make suitable and sufficient assessments of the risks from work with hazardous substances. To this end, all substances will be identified so far as is reasonably practicable, to establish the degree of risk associated with their use or manipulation.
- 13.3 Manufacturers and suppliers are legally required to supply information to recipients and users of hazardous substances provided. In addition, all labels must be examined for information on health risks (e.g. skin irritant, harmful by inhalation etc.) and also any limitation on use, (e.g. "Do Not Use In Unventilated Areas" or "Use Protective Overalls"). Information is also available from the Health and Safety Executive, Trade Associations and the publication "EH40/00 - Occupational Exposure Limits".
- 13.4 Where a hazard assessment identifies the need for health surveillance, it will require records to be kept of such surveillance for a period of 40 years.
- 13.5 For the majority of most substances used in connection with our activities, it is possible to produce an assessment from the manufacturer's product data sheets. If there is any doubt about the potential hazard from any substance brought into the workplace, assistance should be sought from SWSC.
- 13.6 The standard proforma used is completed as follows:-
- i). Hazardous Substance - Manufacturer/Trade Name
Insert the name of the substance for which the assessment is intended. If the substance is obtained in the form of a product, then insert the trade name.
 - ii). Persons Exposed
Identify the groups of persons exposed - operatives, supervisors or others (members of public, adjacent workers etc)
 - iii). Hazardous Nature of Substance
Indicate whether the substance is flammable, irritant, toxic, harmful and/or corrosive.
 - iv). Locations and Procedures Where Exposure May Arise
Indicate in which work areas exposure may occur and the operations or processes involved.
 - v). Control Measures Required

This allows the assessor to specify the control measures required to eliminate exposure or reduce it to an acceptable and harmless level. Measures which may be taken include:-

- Exhaust ventilation
- Local ventilation
- Use of personal protective equipment
- Use of other agents (barrier creams etc.)

N.B. Personal protective equipment may only be used as a "last line of defence", after all other controls have been considered.

- vi). Exposure Duration
Enter here the likely time of exposure to the substance.
- vii). Health Risk
This entry is used to identify how the hazard presents itself, i.e.:-
 - Inhalation
 - Ingestion
 - Skin absorption
 - Skin contact
 - Eye contact
- viii). Additional Measures Required
This section is used to detail such required measures as :-
 - The need for total enclosure of work areas
 - Requirements for notification of enforcing authorities
 - Health surveillance details
 - etc.
- ix). Special Precautions
Enter details of any special precautions to be taken in respect of storage, handling, spillage and disposal etc.
- x). Emergency Procedures Required
Clear and concise information about necessary emergency procedures must be entered here (e.g. in case of fire, gas escape etc).

14. Accident and Incident Reporting

- 14.1 An accident may be defined in many ways, but perhaps the clearest definition is *"...an unintentional and unexpected occurrence which produces error or loss"*.
- 14.2 Accidents are normally segregated into four different classes:-
- i). Those which cause no damage to property or injury to people.
 - ii). Those which cause damage to material, plant or equipment but do not injure personnel.
 - iii). Those which cause injury to personnel but do not damage property.
 - iv). Those which cause both injury to people and damage to material, plant and equipment.
- 14.3 Although all of the above are accidents, we usually refer to numbers 1 and 2 as incidents.
The term 'incident' (when used in this context) can therefore be defined as *"... an accident which does not produce injury, but possesses the capability to do so in certain circumstances"*.
- 14.4 Accidents must be reported for many reasons, not least of which is the legal duty under The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR). However, in addition to statutory requirements, it is important to remember the primary reasons for reporting accidents - namely:-
- The more accidents and incidents that are reported, the more that can be investigated.
 - The more accidents and incidents that are investigated, the more that can be prevented from recurring.
 - The more accidents and incidents that can be prevented from recurring, the safer and more efficient the workforce.
- 14.5 All accidents/incidents must be reported as soon as possible after they occur. This will ensure that the investigation can take place:-
- Whilst the events are still clear in everybody's mind
 - Whilst the conditions at the time of the event are still prevailing
 - Before machinery, equipment, conditions etc. can be changed or tampered with
 - Before a recurrence of the event
- 14.6 The initial report will be made by any person who witnesses the accident/incident. In the case of an unobserved event, the report will be by the first person who discovers the problem.
- 14.7 In the case of the initial report being made by any non-supervisory personnel, the report will be verbally made to that person's immediate supervisor.

- 14.8 The verbal report must be passed on as necessary until it is given to the manager responsible. It will then be his or her responsibility to fill in our internal Report Form.
- 14.9 The manager must also decide whether an immediate report must be passed further up the management chain.
- 14.10 Initially, it will be sufficient to fill in only the basic, factual information. The majority of the information will be entered at the investigation stage. Head Office will be responsible for reporting the accident.
- 14.11 A further decision is required at the initial report stage - whether it is necessary to immediately inform the appropriate enforcing authority, which may be the Health & Safety Executive or Environmental Health Officer. The correct authority is displayed on the Health and Safety Law poster displayed in all workplaces.
- 14.12 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, impose duties on employers to notify the enforcing authority immediately (normally by telephone) in certain circumstances. These include:-
- i). Any fatal injuries to employees or other people in an accident connected with the business.
 - ii). Any of the following major injuries:-
 - Fracture of bones (except in hand or foot)
 - Any amputation involving loss of bone or joint
 - Loss of sight in an eye or a penetrating injury
 - Chemical or hot metal burn to the eye
 - Electric shock requiring medical treatment
 - Electric shock resulting in unconsciousness
 - Loss of consciousness due to lack of oxygen
 - iii). Acute illness caused by absorption of any substance
 - iv). Acute illness as a result of exposure to infected materials
 - v). Any injury resulting in a person being admitted to hospital for more than 24 hours
 - vi). Certain prescribed diseases and infections (e.g. hepatitis)
 - vii). Any of the following Dangerous Occurrences :-
 - The explosion, collapse or bursting of any closed vessel
 - Electrical short circuit or overload causing fire or explosion
 - Any explosion or fire resulting in the suspension of normal work for more than 24 hours
- 14.13 Once the initial (telephone) report has been made, it is necessary to follow this up with the submission of either Form 2508 or Form 2508A.
- 14.14 In addition to the above circumstances, a report must be made within fifteen days, by the submission of Form 2508 of any other injury to an employee which results in their absence from work or being unable to do their normal work for more than Seven days (*including days which would not normally be working days*).

15. Fire Safety

15.1 The Regulatory Reform (Fire Safety) Order 2005

This Order came into force on the 1st October 2006. It reforms the law relating to fire safety in non-domestic premises.

It replaces fire certification under the Fire Precautions Act 1971 with a general duty to ensure, so far as is reasonably practicable, the safety of employees, a general duty, in relation to non-employees to take such fire precautions as may reasonably be required in the circumstances to ensure that premises are safe and a duty to carry out a risk assessment.

It revokes the Fire Precautions (Workplace) Regulations 1997 and subsequent amendments although it requires a similar risk based approach to fire safety in all non-domestic premises.

Under the order the responsible person (the employer, the person who has control of the premises, and/or the owner) must ensure that any duty imposed by or made under the order or by Regulations with respect of those premises.

To comply with the Order, we will as appropriate:

1. take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees and in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe;
2. make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order (any preventive and protective measures must follow the principles specified in Part 3 of Schedule 1 of the Order);
3. make and give effect to such arrangements as are appropriate for the effective planning, organisation, control, monitoring and review of the preventive and protective measures (and must record the arrangements he employs five or more employees or a licence under an enactment is in force in relation to the premises);
4. where a dangerous substance is present in or on the premises, ensure that risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable;
5. where necessary ensure that the premises are equipped with appropriate fire-fighting equipment and with fire detectors and alarms; and any non-automatic fire-fighting equipment is easily accessible, simple to use and indicated by signs;
6. where necessary ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times;

7. where necessary in order to safeguard the safety of relevant persons ensure:
- emergency routes and exits must lead as directly as possible to a place of safety;
 - in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;
 - the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time;
 - emergency doors must open in the direction of escape;
 - sliding or revolving doors must not be used for exits specifically intended as emergency exits;
 - emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency;
 - emergency routes and exits must be indicated by signs; and
 - emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.
8. must:
- establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons;
 - nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of relevant persons from the premises; and
 - ensure that no relevant person has access to any area to which it is necessary to restrict access on grounds of safety, unless the person concerned has received adequate safety instruction.
9. where necessary ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or under any other enactment, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.
10. appoint one or more competent persons to assist him in undertaking the preventive and protective measures;

11. provide his employees with comprehensible and relevant information on:
 - the risks to them identified by the risk assessment;
 - the preventive and protective measures;
 - the procedures and the measures taken to comply with the Order; and
 - the identities of those persons nominated competent persons to assist him in undertaking the preventive and protective measures
12. ensure that the employer of any employees from an outside undertaking who are working in or on the premises is provided with the same comprehensible and relevant information that is provided to employees;

Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must:

1. co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under the Order;
2. take all reasonable steps to co-ordinate the measures taken to comply with the requirements and prohibitions imposed on him by or under the Order;
3. take all reasonable steps to inform the other responsible persons concerned of the risks arising out of or in connection with the conduct by him of his undertaking.

16. Control of Noise at Work

- 16.1 The Control of Noise at Work Regulations 2005 aim to reduce the number of persons who, whilst at work, are exposed to harmful noise levels. The main changes to the legislation will be the reduction in the action levels, with corresponding changes to the limits for impulsive noise. Although the general principles regarding action levels remains the same, new phraseology is used, the most relevant of which is as follows:

Exposure Limit Value (ELV) meaning the level of daily or weekly personal noise exposure or of peak sound pressure [*87dB(A) of noise exposure and 140dB(C) of peak sound pressure*] which must not be exceeded.

Lower Exposure Action Value (LEAV) meaning the lower of the two levels of daily or weekly personal noise exposure or of peak sound pressure [*80dB(A) of noise exposure and 135dB(C) of peak sound pressure*] which, if exceeded, require an assessment to be made.

Upper Exposure Action Value (UEAV) meaning the higher of the two levels of daily or weekly personal noise exposure or of peak sound pressure [*85dB(A) of noise exposure and 137dB(C) of peak sound pressure*] which, if exceeded, require an employer to reduce exposure to as low as is reasonably practicable.

Where a work activity may expose an employee to noise above the LEAV, an assessment must first be carried out.

N.B.

When measuring whether employees are at or above the ELV, the protection provided by personal protective equipment (PPE) can be taken into account. The use of hearing protection must not be considered when applying the LEAV and UEAV.

The legislation also requires employers to carry out health surveillance (i.e. hearing tests) where a risk is indicated.

Risk Assessment

Although requirements for carrying out assessments are contained in several different pieces of legislation, the basic philosophy is the same. The HSE states that *"a risk assessment is nothing more than a careful examination of what in the workplace can cause harm to people, so that an employer can weigh up whether he has taken enough precautions, or should do more to prevent harm."*

HAZARD means anything that can cause harm.

RISK is the chance that somebody will be harmed by the hazard.

Employers must decide whether a hazard is significant and whether it has been controlled by satisfactory precautions so that the risk is small.

To be considered suitable and sufficient, the risk assessment must include consideration of:

- the level, type and duration of exposure, including any exposure to peak sound pressure.
- the effects of exposure to noise on employees or groups of employees whose health is at particular risk from such exposure.
- any effects on the health and safety of employees resulting from the interaction between noise and the use of ototoxic substances (i.e. substances which have a toxic effect on the structures of the ear, especially the nerves) at work, or between noise and vibration.
- any indirect effects on the health and safety of employees resulting from the interaction between noise and audible warning signals or other sounds that need to be audible in order to reduce risk at work.
- any information provided by the manufacturers of work equipment.
- the availability of alternative equipment designed to reduce the emission of noise.
- any extension of exposure to noise at the workplace beyond normal working hours, including exposure in rest facilities supervised by the employer.
- appropriate information obtained following health surveillance, including, where possible, published information.
- the availability of personal hearing protectors with adequate attenuation characteristics. (i.e. the ability to reduce the effects of noise at the ear).

Where the nature of the work undertaken by individual employees will not change significantly on a day-to-day basis, daily exposures should be calculated. For activities where the exposure may vary, measurement over a week may be more appropriate.

Incorrect estimates of periods of usage of various machinery will have significant impact on Lep,d figures (daily personal exposure level) and regular reviews of these estimates will therefore be required.

Control Measures

Control measures for reducing exposure should follow the general principles of prevention set out in the Management of Health & Safety at Work Regulations 1999 (see the "Risk Assessment" section of this Manual) and must include consideration of :-

- other working methods which reduce exposure to noise;
- the choice of appropriate work equipment emitting the least possible noise, taking account of the work to be done;
- the design and layout of workplaces, work stations and rest facilities;
- suitable and sufficient information and training for employees in order that work equipment is used correctly so as to minimise their exposure
- reduction of noise by technical means;
- appropriate maintenance programmes for work equipment, the workplace and workplace systems;
- limitations of the duration and intensity of exposure to noise;
- appropriate work schedules with adequate rest periods.

It is sometimes not reasonably practicable to provide engineering solutions to reduce noise in certain areas.

However, enquiries can be made of manufacturers of work equipment to check whether any improvements have been made since the equipment was originally purchased

Other engineering controls (i.e. not those directly associated with the machinery) should also be considered. Examples include the use of full or partial enclosures, vibration damping on metal panels etc.

Consideration may also be given to solutions such as job-rotation. For example, if a person working in a noisy area were to split his shift with an operative from a quieter location, his likely daily exposure would be reduced.

Where the assessments identify a need for hearing protection, it must be carefully selected. It must offer a simplified noise reduction (SNR) sufficient to ensure that noise levels at the ear are not hazardous. A selection of different types of protection should be offered (e.g. ear muffs or plugs) in order that the user can select the most appropriate for their circumstances. Hearing protection should be for single person use and not shared amongst the workforce.

Designation of Hearing Protection Zones

Any area where a person may be exposed to noise at or above the UEAV [85dB(A)] must be designated as a Hearing Protection Zone. The area must be demarcated and identified with signs which indicate that hearing protection must be worn.

Access to the area should be restricted so far as is reasonably practicable.

Health Surveillance

If the risk assessment indicates that there is a risk to employees from excessive noise then health surveillance (including hearing tests) must be provided. Records of the surveillance must be kept and made available on request to the employee. Health surveillance must be carried out during normal working hours and employees must cooperate with the testing process.

Training and Information

All employees who may be exposed to noise levels exceeding the LEAV must be provided with suitable and sufficient information, instruction & training, to include the following:

- the nature of risks from exposure to noise;
- the organisational and technical measures taken to minimise noise levels in the workplace;
- the significant findings of the risk assessment, together with an explanation of them;
- the availability, provision and correct use of hearing protection;
- why and how to detect and report signs of hearing damage

17. Hand/Arm Vibration

- 17.1 Studies have shown that injuries caused by Hand Arm Vibration (HAV) are a significant problem in today's working environments. Employers who allow their employees to become exposed to the risk of such injuries face the possibility of criminal prosecution and costly civil claims from the injured persons.
- 17.2 It is widely known that HAV can only be caused by overuse of the more powerful percussion tools such as rock drills and the like, but this is not the case. Chain saws, angle grinders, hammer drills and disc cutters are just some examples of equipment which has the potential to cause HAV injuries.
- 17.3 It is essential that a comprehensive risk assessment of HAV exposure is carried out so that effective control measures can be implemented. Fortunately, there is a relatively uncomplicated method for assessing the risks and this must be carried out for all activities involving vibrating equipment:-
- i). First of all, the Exposure Action Value (EAV) (in $\text{metres/second/squared}$ averaged over 8 hours) of the equipment must be obtained. Manufacturers will provide this information or tell you if the level is below 2.5m/s^2 . Manufacturer's information will be specific to the equipment under assessment and should be used wherever possible.
 - ii). Next, you must consider the equipment. Low quality tools and poor maintenance and servicing regimes will drastically reduce the equipment's inherent ability to absorb vibration.
 - iii). The Exposure Limit Value (ELV) is where the vibration level is 5m/s^2 .
 - iv). Manufacturers and suppliers have a duty to provide vibration levels of all powered tools.
- 17.4 To protect the workforce, a hierarchy of control measures must be introduced as follows
- i). Eliminate dangerous processes.
 - ii). Replace high exposure tools with Vibration Reduced (VR) equipment.
 - iii). Introduce regular maintenance and repair programmes.
 - iv). As a last resort, introduce job rotation programmes.
 - v). Carry out health surveillance for "at risk" employees.

18. Display Screen Equipment

- 18.1 Display screen equipment (DSE) and visual display units (VDU) are one and the same thing - a display screen, usually forming part of a computer and showing text, numbers or graphics.
- 18.2 The most common complaints from VDU users are tiredness, eyestrain or irritation of the eyes and difficulty in focusing. These symptoms are often no different from those experienced in any demanding clerical task. Such complaints can often be overcome by better seating and display lighting.
- 18.3 During spells of concentrated work, the blink rate may decrease which may lead to discomfort, particularly if the user is wearing contact lenses.
- 18.4 The Health and Safety (Display Screen Equipment) Regulations 1992 apply to all work with such equipment. They require employers to:-
- Identify users of DSE
 - Assess workstations
 - Reduce risks
 - Arrange eye and eyesight tests
 - Provide information

VDU Users

A VDU user is identified as someone who uses the equipment:-

- On most working days
- Usually for continuous periods of more than one hour
- In a manner which involves the transfer of information to and from the screen

18.5 Workstation Assessments

The easiest way to assess a workstation is by using a checklist. A copy of the standard HSE checklist is appended to this document.

Users should carry out their own assessment and pass the completed form to the health and safety department where it will be checked and any problems noted, investigated and resolved. Follow up assessments and checks will also be made.

An assessment will cover:-

- the whole workstation, including equipment, furniture and the working environment
- the job being done
- any special needs of individual users

Risk Reduction

Risks can be effectively reduced in many ways, such as ensuring good seating, heating, ventilation etc. The need for such changes will be made evident by the assessment.

Planning the work correctly will also have major benefits. The working day should be structured so as to introduce frequent breaks and activity changes.

Additional items may be used to help with risk reduction. Footstools may be required for shorter persons, glare reducing filters for others.

Eyesight Tests

There is no evidence that using DSE causes eye damage but because of the demanding visual task, poor vision becomes more apparent. Those persons wearing spectacles should experience no particular problems and the use of tinted lenses is not considered necessary. Complaints of glare can usually be resolved by improving lighting conditions.

The majority of bifocal wearers can operate DSE but repeated tilting of the head backwards to bring the screen into the appropriate field of view can cause discomfort.

The possibility of eye damage, such as the forming of cataracts, has not been borne out by experience. The minimal radiation emitted by DSE is insufficient to cause any damage. The colour of the DSE display also appears to be irrelevant in determining symptoms.

Users may request an eye and eyesight test. If the test indicates a need for glasses specifically for their VDU work, then they must be supplied. The employer is required to meet all such costs, although the employer need not pay for special frames or lenses.

Information to Users

Users must be provided with information about:-

- health and safety relating to their workstations
- risk assessment and steps taken to reduce risks
- breaks and changes of activity
- eye and eyesight tests

This information is best provided by issuing each user with a handbook or leaflet, such as HSE publication INDG36 (rev 1) and by providing feedback from submitted assessment checklists.

19 Welfare

Welfare arrangements will be in compliance with CDM 2015

Sanitary conveniences

- Suitable and sufficient sanitary conveniences will be provided, and made available, at readily available locations.
- Rooms containing sanitary conveniences will be adequately ventilated and lit.
- Sanitary conveniences and the rooms containing them will be kept in a clean and orderly condition.
- There will be separate rooms containing sanitary conveniences provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

Washing facilities

Washing facilities, including showers if required by the nature of the work, or for health reasons, will be provided or made available at readily accessible places. They will be in the immediate vicinity of every sanitary convenience and in the vicinity of any changing rooms.

Washing facilities will include:

- Hot & cold running
- Soap or other suitable means of cleaning
- Towels or other suitable means of drying

Washing facilities and the rooms containing them will be kept in a clean and orderly condition as well as being sufficiently ventilated and lit.

Separate washing facilities will be provided for men and women, except where and so far as they are provided in a room the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time. (This will not apply to facilities which are supplied for washing hands forearms and face only.)

Drinking water

An adequate supply of drinking water will be made available at suitable and readily acceptable places.

Every supply will be conspicuously signposted.

Suitable and sufficient number of drinking vessels will be provided unless the water is in a jet which people can drink from easily.

Changing rooms and lockers

Changing rooms will be made available if:

- A worker needs to wear special clothing for his work
- He cannot for reasons of health or propriety be expected to change elsewhere

Men and women will have separate rooms, or separate use of rooms where necessary for reasons of propriety.

Changing rooms will be provided with seating and where necessary facilities to dry any special clothing as well as personal clothing and effects.

Lockers need to be provided where necessary to:

- Lock away any special clothing not taken away.
- Personal clothing that is not worn during working hours.
- Personal effects.

Facilities for rest

Rest rooms and rest areas will be provided and include:

- Adequate number of tables and seating with backs for the number of people likely to use them at any one time.
- A means for boiling water.
- Be maintained at an appropriate temperature.

Signed:



Print Name:

Wendy Thomas

Date

7th September 2023

Blue Rock Demolition Limited

Health and Safety at Work

Policy Statement

1. Introduction

- 1.1 This Statement sets out our policy in respect of any employee, self-employed person and contractor under our control whose health and safety may be affected by our work activities. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.
- 1.2 In addition to the groups of persons mentioned above, this Policy is also intended to assist in ensuring that all Clients and Customers who may come into contact with this Company or its premises or its activities (whether or not work- related) are not adversely affected with regard to their health and safety.
- 1.3 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy, they will normally be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to health and safety at work.
- 1.4 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions and precautions laid down.

2. Definitions

- 2.1 In this Policy, the expression "at work" means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.).
- 2.2 The term "legal obligations" refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.

3. Policy

- 3.1 We will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and the possible consequences in the event of any breach of this Policy.
- 3.2 We recognise our obligations under Section 2(1) of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy.
- 3.3 Our employees will at all times exercise diligence in ensuring that this policy is adhered to.
- 3.4 We will undertake, so far as is reasonably practicable, the following:-
- a). The provision and maintenance of plant and systems of work that are safe and without risks to health.
 - b). Arrangements for ensuring safety and absence of risks to health in connection with the supply, use, handling, storage and transporting of articles and substances.
 - c). The maintenance of premises and places of work which are safe and without risks to health, and safe access to and egress from such places.
 - d). The provision and maintenance of a working environment for employees without risks to health and adequate as regards facilities and arrangements for their welfare at work.
 - e). The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
 - f). Adequate arrangements to ensure that employees or their representatives are given every facility for consulting with management in promoting and developing measures to ensure the health and safety at work of all employees.
 - g). Systems and procedures which will ensure that all operations and activities are executed at all times in such a manner that persons not in our employment who may be affected by such operations are not exposed to risks to their health and safety.

4. Policy Review

- 4.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company, in the light of additional knowledge or information becoming available, and in any event annually.

5. Responsibility for Policy Implementation

- 5.1 The overall responsibility for the implementation of this policy is vested in
- 5.2 Responsibilities for different management grades are detailed in accompanying documentation.



Signed:

Print Name: Wendy Thomas

Date: 7th September 2023

Blue Rock Demolition Limited

Responsibilities

General Responsibilities for Implementation of Policies

1. Introduction

- 1.1 All employees have an individual responsibility, defined in Section 7 of The Health and Safety at Work etc. Act 1974, to ensure that they take reasonable care of their own health and safety whilst at work and also that they do not adversely affect others by anything they do (or fail to do) whilst at work.
- 1.2 Section 8 of the same Act places a duty on all employees not to interfere with or misuse anything that is provided for reasons of health and safety.
- 1.3 The above duties and responsibilities form a foundation, in conjunction with other health and safety legislation, which will assist in our aim of maintaining high standards of health and safety performance at all times. To augment the legislative foundation, the Company has defined the following additional responsibilities for different employment grades within the Organisation.

2. Responsibilities of the Director

- 2.1 DIRECTORS NAME is ultimately responsible for the development and implementation of policies and procedures, which will assist in securing the health and safety of all employees and others who may be affected by the operations and conduct of the Company.
- 2.2 DIRECTORS NAME will ensure that a positive attitude to health and safety management is presented at all times to staff, clients, other organisations and members of the public and that priority is given to the promotion of a positive health and safety culture within the organisation. This will be achieved by the following:-
- i). Placing health and safety on the agenda at meetings of the Company and minuting the content of those discussions.
 - ii). Ensuring that policies and associated documentation relating to health and safety at work are reviewed on a regular basis and that changes are made as appropriate.
 - iii). Liaising regularly with our advisors, South Wales Safety Consultancy Limited (SWSC), and various other management grades on matters relating to health and safety at work.
 - iv). Keeping informed of new developments in health and safety management techniques.
 - v). Keeping informed of relevant changes in health and safety legislation.
 - vi). Ensuring that adequate resources are allocated to health and safety.
 - vii). Formulating plans and strategies designed to promote awareness of health and safety matters.
 - viii). Providing support and assistance to all employees in matters relating to health and safety at work.
 - ix). Ensuring that accidents, dangerous occurrences and other events which may adversely affect the health and safety of those who work under the control of the Company are properly reported, recorded and investigated.
 - x). Ensuring that all work equipment is thoroughly examined and/or tested as applicable at specified periods.
 - xi). Ensuring that all electrical equipment is subject to a portable appliance test at specified periods.

3. Responsibilities of Managers & Supervisory Personnel

- 3.1 Managers are responsible to and report to our Director on all matters relating to health and safety at work and will be assisted in their health and safety duties by SWSC.
- 3.2 Managers are further responsible for ensuring:-
- i). That all persons under their control conduct their undertakings in accordance with relevant health and safety law, approved codes of practice, established safe systems of work and the organisation's health and safety policies and procedures.
 - ii). That statutory notices are displayed at all places of work.
 - iii). That HM Inspectors and representatives of other official enforcement, inspection and regulatory services are during their visits accompanied by a member of staff with sufficient knowledge and responsibility to assist them with their enquiries.
 - iv). That all necessary procedures, such as risk, manual handling and COSHH assessments etc. are carried out for work activities and, where appropriate, records are kept.
 - v). That adequate first aid provision is made at each place of work and that all accidents are recorded in the Accident Book.
 - vi). That sufficient information, instruction and supervision is provided to persons under their control.
 - vii). That adequate and appropriate personal protective equipment is made available and used as necessary.
 - viii). That work is planned and carried out only after health and safety matters have been taken into consideration.
- 3.3 Managers and supervisors will also have the individual responsibilities detailed below in Section 6 (Responsibilities of Individuals).

4. Responsibilities of our Health and Safety Advisors - SWSC Limited

4.1 SWSC Limited are responsible to and report to us on all matters relating to health and safety at work.

4.2 The extent of the assistance provided will be commensurate with the level of input required to comply with all statutory requirements and by commercial and contractual arrangements.

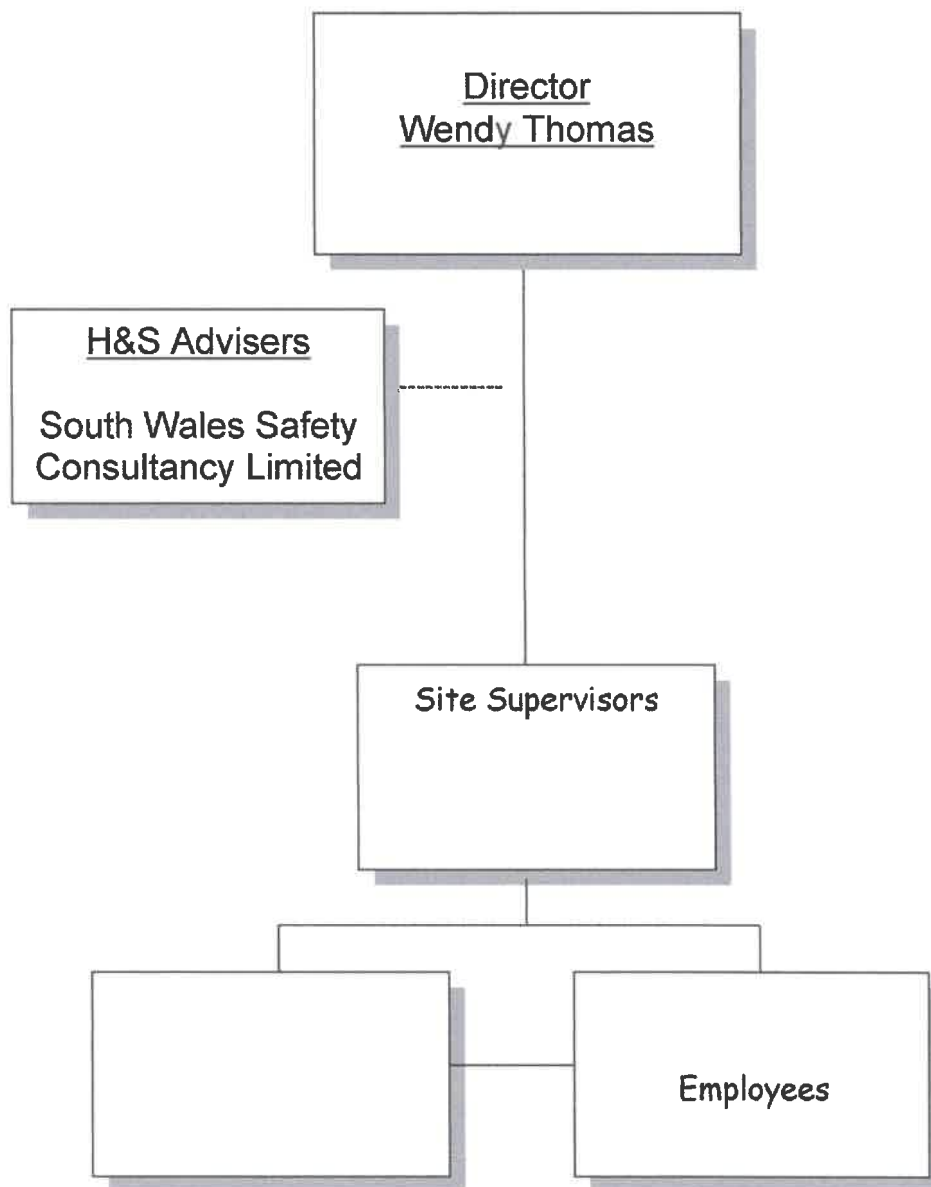
4.3 SWSC Limited will at all times carry out their duties with the aim of safeguarding the health and safety of all persons employed by the Company and others who may be affected by their undertakings. This will be achieved by the following:-

- i). Assisting and advising in matters concerning the preparation, review, distribution and implementation of our health and safety policies and procedures.
- ii). Inspecting and auditing workplaces and procedures and, where appropriate, making recommendations for health and safety improvements.
- iii). Carrying out generic assessments for activities and work processes which are undertaken throughout the Company.
- iv). Where appropriate, assisting Managers and supervisors and others in the preparation of activity specific assessments required by health and safety legislation.
- v). The arrangement and/or provision of training for members of staff in health and safety matters.
- vi). The investigation of accidents, incidents and dangerous occurrences and the making of recommendations intended to prevent a recurrence of the event.
- vii). The provision of advice and information regarding compliance with health and safety legislation.
- viii). The control of contractors working on our premises.
- ix). The day-to-day maintenance of the Company's health and safety policies, procedures and records.
- x). Regular contact and liaison with outside bodies concerned with health and safety matters.

5. Responsibilities of Individuals

- 5.1 All grades of employees have an overall responsibility, defined in Section 7 of The Health and Safety at Work etc. Act 1974, to ensure that they take reasonable care of their own health and safety whilst at work and also that they do not adversely affect others by anything they do (or fail to do) whilst at work.
- 5.2 Section 8 of the same Act places a duty on all employees not to interfere with or misuse anything that is provided for reasons of health and safety.
- 5.3 All individuals are required to co-operate with the Company and his or her fellow employees on all matters relating to health and safety at work.
- 5.4 All persons are required to report to their manager, supervisor or the Health and Safety Adviser any condition, which is or may be detrimental to the health and safety of any person. This may include the physical condition of premises or equipment, a dangerous or unsafe work practice or the regard paid to health and safety matters by others.
- 5.5 No person may undertake any form of work for which they have not been specifically trained and/or authorised. The decision regarding the competence of any person with regard to health and safety matters will be taken by the appropriate Manager, after discussion where necessary with ourselves and/or SWSC.

ORGANISATION CHART FOR HEALTH AND SAFETY



W. Thomas

Signed:

Print Name:

Wendy Thomas

Date:

7th September 2023

14. Asbestos Survey Report

~~Not~~ applicable in this instance



Asbestos Demolition Survey Report

Commissioned by

Linc Cymru Housing Association
387 Newport Road, Cardiff CF24 1GG



Site Address:

**Dyffrn Lower School, Talcennau Road, Port Talbot, West
Glamorgan
SA13 1EP**

Survey Report Number:

J062153

UPRN:

N/A

Date of Survey:

8th December 2022 to 23rd December 2022





Report Authorisation

Scope of Works:

Asbestos Demolition Survey – A demolition survey to all structures on the site, to slab level, to include boiler rooms.

Deviations from agreed scope of works

There were no reported changes to the scope of work. There were no reported changes to the scope of work.

Survey Date 8 Dec 2022 to 20 Dec 2022 **Report Issue:** Final

Report quality checked by:

Sian Hilbourne, Technical Consultant / Project Manager, 12 January 2023

Report Authorised by:

Leigh Wilson, Lead Surveyor, 12 January 2023

Site Representative:

N/A - Void property

Controlled Document Reference:

MSSC/530 Asbestos Demolition Survey Report Issue 10, Nov 2021 – Author M. Perry

Disclaimers:

Opinions and interpretations expressed within the recommendation section are outside the scope of our UKAS accreditation. This survey report does not relinquish the duty holder of their responsibilities under the Control of Asbestos Regulations 2012, maintenance workers or others from their duties under these and other regulations. An asbestos management plan must be implemented by a responsible person. Please note that MSS Consulting cannot be held responsible in any way for which a Client interprets or acts upon the results given in this survey report.



Contents Page	Page Number
Report Authorisation	Page 2
Contents Page	Page 3
1. Executive Summary	Page 4
2. Introduction	Page 12
3. Survey Details and General Information	Page 13
4. Explanation of Survey Results	Page 14
5. Limitations of Survey	Page 15
6. Conclusions and Actions	Page 16

Appendices

Appendix A – Photographs of Sample Points	31 Page(s)
Appendix B – Site Plans	-9 Page(s)
Appendix C – Certificate of Analysis	13 Page(s)
Appendix D – Asbestos Register	7 Page(s)
Appendix E – Table of Non-Suspect Materials Identified	9 Page(s)



1. Executive Summary

- 1.1 A Demolition Survey was undertaken at Dyffryn Lower School, Talcennau Road, Port Talbot, West Glamorgan, SA13 1EP named on the front cover of this report.
- 1.2 The specific agreed scope and extent of work, documented in the contract for this commission includes:
- A demolition survey to all structures on the site, to slab level, to include boiler rooms.
- 1.3 Restrictions to the scope of works as pre agreed with the Client include:
- Live Services Below slab Areas deemed dangerous to access Areas inaccessible due to overgrowth Beyond suspect Asbestos Containing Materials (further cost is involved to access beyond ACM's once identified)
- 1.4 Deviations from agreed scope of works:
- There were no reported changes to the scope of work. There were no reported changes to the scope of work.
- 1.5 Refer to Section 5 for restrictions and caveats to the scope of works, and specific areas not accessible during this survey. These areas must be presumed to contain asbestos until proven otherwise.
- 1.6 Details of the various asbestos material types identified in the survey are detailed in the products table below. Refer to the Asbestos Register (Appendix D) for specific asbestos containing material (ACM) locations, material assessment scores, priority assessment scores (if relevant), action priorities, and relevant MSS Consulting recommendations.

1. Executive Summary Continued

- ### 1.7 Details of the ACMs located during the survey are summarised in the table below with appropriate management actions:

Total Risk Score: High

Sample Number	Block	Floor	Room/Area Ref	Sample Location:	Material	Material Risk Score	Priority Risk Score	Total Risk Rating	Accessibility	Management Action	Photo File Name
N/A											

1. Executive Summary Continued

Total Risk Score: Medium

Sample Number	Block	Floor	Room/Area Ref	Sample Location	Material	Material Risk Score	Priority Risk Score	Total Risk Rating	Accessibility	Management Action	Photo File Name
N/A											

1. Executive Summary Continued

Total Risk Score: : Low

Sample Number	Block	Floor	Room/Area Ref	Sample Location	Material	Material Risk Score	Priority Risk Score	Total Risk Rating	Accessibility	Management Action	Photo File Name
055	Unit 1	99	Boiler room (BF01)	Boiler , Seals	Gasket	7	1	8	2	Remove ASAP and prohibit access in accordance with CAR 2012	Item 055
005	Unit 1	00	Stage & side corridors (GF05, GF05A & GF05B)	Wall over and sides of stage, Panels	Insulating Board	7	0	7	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 005
006	Unit 1	00	Stage & side corridors (GF05, GF05A & GF05B)	Fuse box to high level, Flash guards	Textile	5	0	5	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 006
003	Unit 3	00	Classroom (GF06)	Fireplace , Panel	Cement	5	0	5	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 003
058	Unit 4	99	Boiler room (BF01)	Boiler, Seals	Gasket	6	1	7	2	Remove ASAP and prohibit access in accordance with CAR 2012	Item 058
013	Unit 4	00	Kitchen (GF07)	Beams, Boxing	Textured coating and Insulating board	5	0	5	1	Remove ASAP and prohibit access in accordance with CAR 2012	Item 013
016	Unit 4	00	Store Room (GF14)	Paper lining layers within insulation to pipework, Insulation	Paper	5	0	5	1	Remove ASAP and prohibit access in accordance with CAR 2012	Item 016
019	Unit 4	00	Classroom (GF11)	Fuse box to wall, Flash guards	Textile	5	0	5	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 019

1. Executive Summary Continued

Total Risk Score: : Low

Sample Number	Block	Floor	Room/Area Ref	Sample Location	Material	Material Risk Score	Priority Risk Score	Total Risk Rating	Accessibility	Management Action	Photo File Name
041	Unit 6	Ex	External (Ex)	Soffit around 2 storey science block, Panels	Insulating Board	6	0	6	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 041

1. Executive Summary Continued

Total Risk Score: : Very Low

Sample Number	Block	Floor	Room/Area Ref	Sample Location	Material	Material Risk Score	Priority Risk Score	Total Risk Rating	Accessibility	Management Action	Photo File Name
007	Unit 1	00	Stage & side corridors (GF05, GF05A & GF05B)	Seal to electrical switch box door on wall, Mastic	Putty	3	0	3	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 007
010	Unit 4	00	Changing Room (GF19)	Ceiling , Panels	Cement	4	0	4	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 010
011	Unit 4	00	Lobby (GF18)	Ceiling , Panels	Cement	4	0	4	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 011
014	Unit 4	00	Kitchen (GF07)	Walls, Coating to plaster	Textured Coating	4	0	4	1	Remove ASAP and prohibit access in accordance with CAR 2012	Item 014
015	Unit 4	00	WC (GF16)	Wall , Cistern	Reinforced Plastic	3	0	3	1	Remove ASAP and prohibit access in accordance with CAR 2012	Item 015
017	Unit 4	00	Store (GF11A)	Ceiling , Panels	Cement	3	0	3	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 017
018	Unit 4	00	Classroom (GF11)	Ceiling , Panels	Cement	4	0	4	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 018
021	Unit 4	00	Classroom 3 (GF09)	Ceiling , Panels	Cement	3	0	3	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 021

1. Executive Summary Continued

Total Risk Score: : Very Low

Sample Number	Block	Floor	Room/Area Ref	Sample Location	Material	Material Risk Score	Priority Risk Score	Total Risk Rating	Accessibility	Management Action	Photo File Name
023	Unit 4	01	Landing (FF05)	Ceiling , Panels	Cement	4	0	4	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 023
031	Unit 4	01	Classroom (FF02)	Ceiling , Panels	Cement	3	0	3	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 031
032	Unit 4	01	Classroom (FF02)	Wall , Panels	Cement	3	0	3	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 032
033	Unit 4	01	Classroom (FF01)	Ceiling , Panels	Cement	3	0	3	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 033
034	Unit 4	01	Classroom (FF01)	Wall , Panels	Cement	3	0	3	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 034
035	Unit 4	01	Office (FF07)	Ceiling , Panels	Cement	3	0	3	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 035
044	Unit 4	Ex	External (Ex)	Walls, Isolator pots	Reinforced Plastic	2	0	2	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 044
036	Unit 6	00	Foyer and stair lobby (GF33)	Main stairs, Brown nosing	Reinforced Plastic	2	1	3	2	Remove ASAP and prohibit access in accordance with CAR 2012	Item 036

1. Executive Summary Continued

Total Risk Score: : Very Low

Sample Number	Block	Floor	Room/Area Ref	Sample Location	Material	Material Risk Score	Priority Risk Score	Total Risk Rating	Accessibility	Management Action	Photo File Name
037	Unit 6	00	Foyer and stair lobby (GF33)	Raised floor and small steps, Black tiles and adhesive	Thermoplastic floor tiles and adhesive	2	1	3	2	Remove ASAP and prohibit access in accordance with CAR 2012	Item 037
038	Unit 6	00	Foyer and stair lobby (GF33)	Small steps, White nosing	Reinforced Plastic	2	1	3	2	Remove ASAP and prohibit access in accordance with CAR 2012	Item 038
039	Unit 6	00	Laboratory (GF34)	Floor below modern vinyl and screed, Adhesive	Bitumen	3	0	3	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 039
049	Unit 6	00	Female WC (GF06)	Passing through wall into GF07, Pipe	Cement	4	0	4	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 049
062	Unit 6	00	Large Room (GF07)	Embedded in wall & passing into GF06, Pipe	Cement	4	0	4	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 062
066	Unit 6	00	Prep Room (GF35)	floor below modern lino, screed and modern vinyl tiles, Adhesive	Bitumen	2	0	2	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 066
067	Unit 6	00	Store (GF36)	Floor below modern lino screed and non-suspect vinyl tiles, Adhesive	Bitumen	2	0	2	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 067
046	Unit 6	Ex	External (Ex)	Galble ends, Undercloak	Cement	3	0	3	0	Remove ASAP and prohibit access in accordance with CAR 2012	Item 046



2. Introduction

- 2.1 A Demolition Survey (specified areas) was carried out on Dyffrn Lower School, Talcennau Road, Port Talbot, West Glamorgan, SA13 1EP. It is a Former School/circa 1846 constructed of Traditional built.
- 2.2 A Demolition Survey as described in HSG 264 'Asbestos The Survey Guide', is intended to locate and describe as far as reasonably practicable, all asbestos containing materials (ACMs) in the area where the demolition will take place, or the whole structure if total demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.
- 2.3 The specific aims of the survey are:
- To locate as far as reasonably practicable the presence and extent of suspected or presumed materials and assess their condition.
 - To produce a register detailing the extent, type, condition, and surface treatment and accessibility of asbestos prior to any works being undertaken within Dyffrn Lower School, Talcennau Road, Port Talbot, West Glamorgan
 - To advise of any action in respect of abatement or management following the results of sample analysis, and in the event that proposed removal work will not take place for some time after the survey.

Note: There is a specific requirement in CAR 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before final demolition.



3. Survey Details and General Information

- 3.1 The asbestos survey of Dyffryn Lower School, Talcennau Road, Port Talbot, West Glamorgan, SA13 1EP was commissioned by Jonathan Watson of Linc Cymru Housing Association, 387 Newport Road, Cardiff
- 3.2 The survey was undertaken by Leigh Wilson (qualified surveyor) at the named property on 8th December 2022 to 23rd December 2022 .
- 3.3 MSS Consulting, MSS House, Galdames Place, Cardiff, CF24 5PE are an Inspection Body accredited by UKAS to ISO/IEC 17020, for the surveying of asbestos in premises, and to ISO/IEC 17025 for the testing of asbestos. Copies of our accreditation certificates are available on request, and the schedule of accreditation may be found on the UKAS website.
- 3.4 During the Demolition Survey all areas in all parts of Dyffryn Lower School, Talcennau Road, Port Talbot, West Glamorgan have been accessed (within the agreed extent and scope) as far as is reasonably practicable.
- 3.5 The survey was undertaken in accordance with HSG 264 and MSS Consulting in house accredited Technical Procedure TP5.
- 3.6 Representative samples of suspected materials were taken for subsequent analysis at our UKAS accredited laboratory.
- 3.7 The bulk samples were visually examined using stereo and polarised light microscopy. Any fibrous material was analysed in accordance with 'Asbestos: The Analysts' Guide for Sampling, Analysis and Clearance Procedures' HSG 248, and MSS Consulting Technical Procedure: TP2.
- 3.8 As part of the asbestos survey strategy, materials can be presumed to contain asbestos. There are two levels of presumption:
- Strongly Presumed: in this case the material looks as if it is an ACM, or that it might contain asbestos. This conclusion can be reached through visual inspection alone by an experienced, well trained surveyor, familiar with the range of asbestos products.
 - Presumed: suspect material is presumed to contain asbestos by default because there is insufficient evidence (eg no sample analysis) to confirm that it is asbestos free. Asbestos materials will also be presumed if there is a suspect area or a suspect component that cannot be accessed or inspected.
- 3.9 Unless formally instructed otherwise, the relevant 'surveyed' areas referred to in this report are fit for re-occupation. A thorough visual inspection has been undertaken and recorded. Where significant destruction has taken place, disturbed air testing has been undertaken if required.

4. Explanation of Survey Results

4.1 The survey results are summarised in the survey plans (Appendix B) and the asbestos register (Appendix D).

4.2 Material Risk Assessment scores are defined in HSG264 as follows:

Risk	Score
High Risk	10 or more
Medium Risk	7 to 9
Low Risk	5 to 6
Very Low Risk	4 or less

4.3 Priority Risk Assessment scores have been calculated using algorithms as detailed in HSG227 as follows (if requested by the client):

Risk	Score
High Risk	10 or more
Medium Risk	7 to 9
Low Risk	5 to 6
Very Low Risk	4 or less

4.4 A Total Risk score is then calculated by adding together the Material and Priority Risk scores

Risk	Score
High Risk	15 or more
Medium Risk	9 to 14
Low Risk	5 to 8
Very Low Risk	4 or less

4.5 These risk scores have been calculated based upon observations at the time of the survey. Under the Control of Asbestos Regulations (CAR) 2012 the Duty Holder is required to undertake Priority Risk Assessments, and have involvement in the final risk assessment. The Total Risk score parameters have been set by MSS and are for management purposes only. It is the responsibility of the duty holder to make the risk assessment, using the information given in the survey report and your detailed knowledge of the activities carried out within your premises